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INSTRUCTION NO.  
LI 42-100-1

LI 42-100-1  
CORRESPONDENCE  
2 June 1955

SUBJECT: Signing of Correspondence

RESCISSION: LI 110-100-2, dated 30 October 1953

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1. GENERAL

The purpose of this Instruction is to establish policy regarding the signing of correspondence under the "command", or "authority" line, "FOR THE DIRECTOR OF LOGISTICS", and to furnish guidance as to general types of correspondence to be signed in the Office of the Director of Logistics, the Staffs, and the Divisions.

2. DEFINITION

The term "correspondence" as used herein is intended to mean memorandums, letters, cables, and dispatches.

3. POLICY

It is the policy of this Office that authority to sign "FOR THE DIRECTOR OF LOGISTICS" will be limited to the Deputy Director of Logistics and the Assistant Director of Logistics, and to Division and Staff Chiefs as indicated below, and will be exercised in other instances or by other Office of Logistics personnel only under specific delegation of authority from the Director of Logistics. Correspondence signed under the "command" or "authority" line will have the same force and effect as though signed by the Director of Logistics. The heading of correspondence prepared in memorandum form (on Standard Form No. 64 or similar format) for signature of a Staff or Division Chief under the "command" or "authority" line will indicate "FROM: The Director of Logistics."

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Class. Changed To: TS S C	
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4. AUTHORITY

- a. The Deputy Director and the Assistant Director of Logistics may sign correspondence prepared for signature of the Director of Logistics.
- b. In the absence of the Director of Logistics, correspondence normally prepared for his signature will be prepared for the signature of the Deputy Director of Logistics as Acting Director of Logistics, and in the absence of both the Director and the Deputy Director of Logistics, correspondence will be prepared for the signature of the Assistant Director of Logistics as Acting Director of Logistics.

5. GUIDANCE

- a. Correspondence normally prepared for the signature of the Director of Logistics will be so prepared unless specifically notified or requested otherwise by the Office of the Director of Logistics in accordance with paragraphs 3 and 4 above.
- b. The following general rules for signing of correspondence apply in this Agency: (see Agency Correspondence Manual now pending publication)
  - (1) Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
  - (2) Correspondence directed upward shall be signed by or directed through the Chief of the element immediately below that of the official to whom addressed.
  - (3) Correspondence directed downward shall be signed by or directed through the Chief of the element immediately above that of the official to whom addressed.
- c. The following will be prepared for the signature of the Director of Logistics:
  - (1) Correspondence to other Government Agencies, unless signature by higher authority is required and except as otherwise specified below.
  - (2) Correspondence for DCI, DDCI, Deputy Directors, and Operating Officials\* except as otherwise specified below.
  - (3) Correspondence establishing Office of Logistics policy, reflecting changes in existing policy, and correspondence of importance relating to existing or new policy.

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- (4) Correspondence concerning criticism in any form of this or any other office.
- (5) Correspondence granting approval to sign contracts in accordance with existing delegations of authority.
- d. The Chief, Administrative Staff, or his designee, will sign the following:
  - (1) Correspondence regarding routine administrative matters, except as specified for signature of the Director of Logistics. Examples: Personnel, training, travel, budget, and Office of Logistics space matters.
  - (2) Office of Logistics comments concerning proposed Agency regulatory issuances.
  - (3) Office of Logistics Instructions and Notices "FOR THE DIRECTOR OF LOGISTICS".
- e. The Chief, Planning Staff will sign the following:
  - (1) Correspondence relating to his specific staff responsibilities.
  - (2) Correspondence addressed to Services of the Department of Defense relating to matters within assigned responsibilities "FOR THE DIRECTOR OF LOGISTICS."
- f. The Chief, Security Staff will sign the following:
  - (1) All correspondence regarding routine security matters addressed to other components of the Agency.
  - (2) Correspondence to the Office of Security regarding security matters, other than those affecting policy of the Office of Logistics.
  - (3) Correspondence addressed to other components of the Office of Logistics on matters relating to functions of his Staff.
- g. The following will be signed "FOR THE DIRECTOR OF LOGISTICS" by Division Chiefs:
  - (1) Correspondence addressed to Services of the Department of Defense relating to routine operational matters which do not involve deviations from established policy or procedure. Example: Shipping instructions, transportation matters, requests for availability or estimates of cost, etc.

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- (2) Letter Orders or Obligations addressed to Services of the Department of Defense in accordance with existing delegations of authority.
- (3) Correspondence addressed to or in reply to memorandums signed by Operating Officials\* relating to matters within the specific responsibilities of an operating Division of the Office of Logistics. Example: Memorandums regarding notification of power outage and memorandums regarding contracts, where Division or Branch Chief acts as contracting officer.

h. The following will be signed by the Chiefs of Divisions:

- (1) Contracts, or other documents, within existing delegations of authority.
- (2) Correspondence relating to operations of their Division addressed to Division level within the Office of Logistics or within other Offices in CIA.
- (3) Routine operational correspondence addressed to a Division level within other Government Agencies.
- (4) Correspondence regarding administrative matters to the Chief, Administrative Staff.

#### 6. ROUTING

All correspondence prepared for signature of the Director of Logistics will be routed to the Assistant Director of Logistics after proper staffing and coordination.

  
JAMES A. GARRISON  
Director of Logistics

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\* Chiefs of Staffs, the Comptroller, and Directors of Offices under the jurisdiction of the DD/S; Assistant Directors under the jurisdiction of the DD/I; and Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the DD/P.

2 Attachments: Example 1 and Example 2

OL/AS/R&S/GM:mel

Copy to:

Office of Comptroller/Finance Division  
Office of Comptroller/Fiscal Division

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EXAMPLE 1

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Over-all Status of Office of Logistics  
Regulations

1. This is an example of format to be used in preparing memorandums in accordance with paragraph 5. c. of LI 42-100-1.

2. Memorandum format is to be used in accordance with Page 9 of CIA Correspondence Manual dated April 1952.

JAMES A. GARRISON  
Director of Logistics

OL/AS/AB:xyz (date dictated) )

Distribution: )

2 - Addressee )

1 - OL Official file\* )

1 - OL/PS )

1 - OL/PD )

1 - OL/SD )

1 - OL/TD )

1 - OL/RE&C )

1 - OL/P&R )

1 - Signer )

Typed on original and all  
carbons, except when  
addressing the Director or  
his four Deputies

\* In instances where case or project files are maintained at the Division level, the yellow official file copy will be indicated for the Division and a white tissue copy will be indicated for "OL files".

EXAMPLE 2

Standard Form No. 64

OFFICE MEMORANDUM

\*

UNITED STATES GOVERNMENT

TO : Director of Communications

DATE:

FROM : Director of Logistics

SUBJECT: Contract No. XG-000-00

REF : Your memo 28 February 1955, same subject

1. This is an example of format to be used in memorandums described in paragraphs 3., 5. d. (3), 5. e. (2), and 5. g. of LI 42-100-1.

2. Memorandum format is to be used in accordance with Page 9 of CIA Correspondence Manual dated April 1952.

FOR THE DIRECTOR OF LOGISTICS:

JOHN D. DOE  
Chief, Procurement Division

OL/PD/FDD:xyz (date dictated)

Distribution:

- 2 - Addressee
- 1 - OL/PD
- 1 - Contract XG-000-00 (Off. file)